



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	October 29, 2015	Closing Date:	November 12, 2015
Job Title:	Criminal Assistant	Position Type:	Regular Full Time
PIN:	084638	FLSA Status:	Non-Exempt
Location:	Circuit Court for Cecil County Elkton, Maryland	Grade/Salary:	J6 \$30,761 - \$36,447
		Financial Disclosure:	No

Essential Functions: The Criminal Assistant acts as a liaison to collect information from court personnel, attorneys, plaintiffs, and defendants. Receives, examines and records documents. Creates new criminal files, processes jury prayers, indictments, informations, and non-support criminal cases through Uniform Case System (UCS) as well as dockets all pleadings, motions and hearing information. Assists customers on the phone and at the counter. Processes invoices, files, enters services and processes bail bonds. Uses Microsoft Word, Word Perfect and Outlook to complete processes. Performs other essential functions as assigned.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Preferred: Previous legal experience.

Skills/Abilities: Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Knowledge of legal terminology, basic grammar, spelling and punctuation. Ability to communicate tactfully and professionally; Ability to serve the public and others in a courteous and professional manner; Ability to interact with the public; Ability to research issues and present findings in a clear and concise manner; Ability to exercise tact and understanding in stressful situations; Ability to use computer, copier, fax, and other office equipment; Ability to perform basic math functions; Ability to prioritize, plan and organize work; Ability to manage multiple tasks; Ability to be flexible in workload changes; Ability to type at 35 wpm. Ability to perform the essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Cecil County
129 East Main St., Room 105
Elkton, MD 21921-5971
Attn: Hon. Charlene Notarcola, Clerk of Court

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.